

Building a New Home

CITY OF MOOSE JAW



Two complete and accurate paper sets of plans and specifications are required to be submitted, together with a completed Building Permit Application and the required fee, which is currently \$6 per \$1,000 of construction costs. The values will be checked against a minimum value per square foot.

If you require assistance to determine the fee amount, please call 306-694-4443.

Upon Permit approval, a Foundation Staking Plan and Real Property Report are required for all principal buildings:

- **UPON PRE-FOUNDATION POUR INSPECTION** a Foundation Staking Plan, prepared by a land Surveyor, is required
- **UPON COMPLETION OF THE FOUNDATION**, the owner shall submit to the City a Real Property Report showing the lateral location of the foundation in relation to the property lines and shall also show the elevation of the top of the joists for the 1st storey and the said dwelling in relation to the given benchmark

Plans need to be correctly dimensioned and drawn to scale showing all details of the proposed building. These plans must be of sufficient detail and clarity to enable a Builder to construct the building without requiring further information. Upon issuance of a Building Permit, one set of plans will be retained by the building inspection service and one set will be returned to the Applicant with the Building Permit and must thereafter be kept at the job site until the building is complete.

NOTE: Upon review of the plans submitted for purposes of obtaining a Building Permit, where certain elements of building construction (including complex roof systems, floor systems and/or foundations) are determined to be beyond the scope of Part 9 of the National Building Code of Canada, the Building Official may require the Owner/Applicant to provide additional drawings or details of the construction approved by an Engineer or Architect as the case may be.

A complete set of plans will include:

- **SITE PLAN** indicating full legal description of the lot, lot dimensions, adjoining street names, locations and uses of existing and proposed buildings or additions. Location of legal road access to the property, size, location and number of parking spaces, location of any watercourses on the property showing distances from existing or proposed buildings or additions, show north arrows and scale plan.
- **FOUNDATION PLAN** consisting of foundation drawings stamped by a Professional Engineer registered to practice in Saskatchewan.
- **DETAILED FLOOR PLAN** of each floor level indicating use of all rooms, locations of all plumbing fixtures, location of all electrical fixtures, location, size and swing of all doors, location and size of all windows, location at which all sectional details required in Sectional Details (below) are shown. A floor truss plan and Engineer approved floor truss design shall be included with the plans. Provide details of beams (including type), column size and location of required footings.
- **SECTIONAL DETAILS** including cross sections of the building taken at sufficient locations to adequately illustrate structural details, cross sections of stairs, ramps, etc.
- **ELEVATIONS** of sides, back and front.
- **SPECIFICATIONS** relating to the building which will designate all materials to be used, including roof and wall sheathing, roofing materials, siding materials, insulation and vapour barrier details, sub-flooring, interior finish materials, species and grade of framing materials, etc.

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- **DETAILED DRAWINGS** of the heating/ventilation/air conditioning, electrical, sprinkler and alarm systems (if required) shall be enclosed showing all associated works.
- **A SCHEMATIC DRAWING** of the heating/ventilation/air conditioning system shall be enclosed showing all associated works. A Residential Mechanical Ventilation Design summary shall be completed and returned to this office prior to installation. Certificate of Installation and Operation of the ventilation system shall be submitted prior to occupancy of the dwelling.

NOTE: Plans required to be stamped by an Engineer must bear the seal, signature and “permission to consult” authorization of the design professional. This Architect or Engineer must be licensed to practice in the Province of Saskatchewan.

Application for a Permit to Locate a Modular Home

- Applications must be accompanied by the same structural details as a newly constructed dwelling. The home must also have attached the designation of CSAA277 for modular homes. Some modular homes are a Discretionary Use under the City of Moose Jaw Zoning Bylaw and may require approval of City Council.

Infill Houses

- There is a Replacement Housing Incentive Program for empty lots in older areas of the City or tear down houses. Please ask Planning & Development Services for more information. Sewer and water connections must be replaced for any infill project.

Rezoning, Discretionary Use or Subdivision may be required. Please contact Planning & Development Services for information. Other permits may be required as well, such as driveway crossing permits or moving permits as the case may be.

It is the responsibility of the Applicant to ensure that the proposed structure will not encroach upon any electrical, telephone, cable or gas lines. Underground lines may be located by contacting SaskPower, SaskEnergy, SaskTel or cable companies directly.

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